

Our Savior Lutheran Church
Minutes of Congregational Assembly
January 19, 2020

Call to Order: The Assembly was called to order at 5:45 p.m. by Julia Heneks, Chair of the OSLC Governance Board.

Devotion and Prayer: Tom Nape opened with a devotion and prayer.

Attendance Report: A quorum was attained with fifty/24% of the Congregational Assembly Members in attendance.

Reception of New Members: No new members signed the Constitution and By-Laws.

Presentation of Minutes: The draft minutes of the September 22, 2019 Congregational Assembly was posted to the church website and a hardcopy was posted on the bulletin board two months prior to the assembly. A hard copy was also placed at each of seven tables for reference. It was moved and seconded that the minutes be approved. The motion carried unanimously.

Board Members Present: The following Governance Board Members were present: Julia Heneks, (Chair), John McVey (Vice Chair), Andrew Nodtvedt, Johan Stewart and Bruce Thompson (Secretary).

Unfinished Business:

Resolution for Approval of 2019-2020 Budget and Spending for the remaining 7 months of this fiscal year.

Larry Malinowski provided a ten slide Power Point **Financial Update**. The Budget Summary that was presented is shown below for reference.

Budget for 2019/2020 as of 12/31/2019	Proposed Mission Expenses 2019/2020	Mission's Percentage of total budget:	Spending FYTD (4 months is 33%)	Percent Spent FYTD
Total Ministries beyond the Cong	78881	3.56	20191	26%
Total Pastoral Support:	7001	0.32	600	9%
Total Worship:	44000	1.99	16299	37%
Total Witness:	4000	0.18	1013	25%
Total Property:	301322	13.60	85174	28%
Total Education:	12166	0.55	3110	26%
Total Youth:	10750	0.49	8025	75%
Total Wellness:	12760	0.58	2916	23%
Total Open Arms:	1213306	54.78	433987	36%
Total Administration	62189	2.81	22151	36%
Total OSLC Salaries	468684.12	21.16	85494	18%
Grand Total	2215059.12	100.00	678959	31%
less OA	1213306		433987	36%
OSLC share	1001753.12	45.22	244972	24%
\$ under (OVER) prev budget	-12564.12			

Larry said that the church needs \$19,264 a week to meet the budget. He said that there are some expiring funds that will expire on August 31, 2020. One of his slides said that the expiring funds may roll into the General Fund. George Mahler asked how much funding will expire. Larry said that the answer to that question isn't really information needed for this audience, it is more for the managers of the particular ministries/programs. Roger Harrison asked for more detail about the process.

Marci Zell introduced herself as a CPA, and said that she has been helping Rich formulate a proposed Chart of Accounts, which is a structured numbering system. Designated funds are layered. She said that the 2017 funds will be expiring this year. Any questions can be directed to accounting@oslc.org. Larry said that the church is looking into using Procure for managing the chart of accounts and finances.

Julia said that we need to approve the budget as presented. The slide Bruce had on the screen at this point showed the following **Budget Resolution**:

Resolved: that the budget as presented be approved for OSLC for 2019 / 2020 for the period February 1, 2020 through August 31, 2020

Note: The Governance board approved the budget for the month of September 2019 and the September 23, 2019 Congregational Assembly approved the budget from October 1, 2019 through January 31, 2020.

Anita Davis wanted to know what we are voting on. Bruce displayed the Budget Summary slide shown above and Natasha Bowlds made a comment about her planned spending. Marilyn Murchison wanted to know why the budget wasn't approved in September. Larry said that

Natasha had an issue with her area and that there were some mathematical formula errors on the spreadsheet.

Larry's conclusions slide is shown below.

- Giving is behind proposed in the budget.
- Some of our expenses were lower than planned because of short staffing. It was a good end of year for giving. The congregation is generous.
- There is adequate funding to start renovation.
- Open Arms is doing well.
- Some of our financial tools are getting better. More to be done.
- Many thanks to all who support the finance team.
- See you at next assembly! God is good!

George asked Julia to call the question. Julia said that all those in favor of a calling of the question to approve the Budget Resolution as presented signify by saying I. Everyone seemed to agree to call the question (none opposed/many in favor). Then she asked for all those in favor of approving the Budget Resolution signify by saying I. There were many, if not all in favor of approval, and there were none opposed. The Budget Resolution passed by a unanimous vote.

Reports:

Pastor Peter provided a **Pastor's Report**. He said that we have been busy at work. The Keepers managed another successful Trunk or Treat. Many musicians and others contributed to another successful Christmas concert. Open Arms was previously an EXCELS Level 1 school, but thanks to Becky's hard work, the center has moved up to a Level 2. She is working to move up to a Level 3.

At this time last year we were fully staffed with Pastor Derrick stepping down into retirement. We lost Tina to retirement in June, then she came back. Now we have heard that Marilyn and Rich will be retiring in June of this year. The staffing committee has made some progress.

Robb Wilmot provided a **Staffing Update**. Robb said that the last time they presented a Staffing Committee update was at the February 2019 Congregational Assembly. Some things have changed. They are looking at tasks for an ordained pastor and a staff person. A pastor candidate may be a seminarian/vicar. We offered the position of Deaconess to a qualified candidate from Kansas. She visited OSLC during VBS week this past summer. She subsequently decided that the area was cost prohibitive.

The Director of Music and Campus Administrator are both retiring. Due to the nature of the Director of Music job, there will be a separate committee to manage that hire. The Campus Administrator position has changed. It is much more complicated and has grown too big. There is an increasing need for someone with programming and administration responsibilities/skills. The Committee has reached out to the Southeast District, Concordia University and elsewhere. They have received interest and looked over some resumes. The Staffing Committee is ready to start the process. They are serving as a call committee and are looking for a good fit. OSLC is a

bit unique. Robb described the areas of responsibility that a new Associate Pastor would handle (sacraments, baptisms, weddings, pastoral care, preaching and others). They are planning to hire an Associate Pastor if this Congregation decides to proceed in that direction.

A lot of volunteers are doing a lot of work. Visiting pastors have contributed a great deal. The Committee is hoping to interview folks going to seminary. Natasha said that we have Fox Wilmot as an intern.

Robb said that they have the following persons on the Staffing Committee: Robb Wilmot, John McVey, Rene Stein, Ron Kasemeyer, Cindy Arnold (and there may be others). Music Director is not a called position. Martha Steinbeck said that we should support the Lutheran schools. Robb said that is a comment for the Music Committee.

The Staffing Committee is looking at a position called Director of Church Ministries. This position would be responsible for working with children, planning events, budget, finance and administration. In light of the losses, we are considering an Associate Pastor position as well. We could hope for that, but not get one (seminarian). We need to be prayerful about this.

Mark Middlebusher asked about the Campus Administrator job. Pastor Peter said that the Director of Church Ministries position could take on some of those responsibilities. We're moving to a job that focuses on facilities. George said that we need to make sure that facilities doesn't fall on Pastor Peter after Rich retires. We need to pray about a facilities manager.

Julia said that if we decide to make a call, we may need to convene another Congregational Assembly. She said that the next Assembly is scheduled for June and that we will have Governance Board elections at that time. Johan, Bruce and her will be leaving, due to term limits (Johan is serving in Helen Harrington's place/term).

Liz DeMik wanted to know how we will be getting updates on staffing. Robb said they will issue e-mail updates. George said that called positions need seven days prior to call an assembly. Julia said that we may need to have a Sunday morning vote. Pastor Peter closed the Assembly with prayer and those present sang the doxology.

Respectfully Submitted,

Bruce Thompson
Governance Board Secretary